

12.02-56

RECORDS MANAGEMENT PROGRAM

RECORDS CONTROL SCHEDULE FOR THE EXECUTIVE REGISTRY



3 - 08/12/81 STAT
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2011

RECORDS DISPOSITION AUTHORITY

Records Control Schedule 12.03-56
for the Executive Registry is approved
and authority hereby given to im-
plement the disposition instructions
contained thereon.

Preparation and Review

[Redacted Signature Box]

8 June 1956
Date

Approval

[Redacted Signature Box]

Chief, Records Management Branch

[Redacted Signature Box]

Chief, Records Disposition
Branch

21 June 1956

22 June 1956
Date

Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030003-7

SCHEDULE NO.

25X1

A000100030003-7

CONCURRENCE

OFFICE, DIVISION, BRANCH

ODCI - Executive Registry

SIGNATURE

TITLE

DATE

Information Control officer 4 Jan 56

ITEM NO.	FILES IDENTIFICATION (TITLE, DESCRIPTION, ARRANGEMENT, AND INCLUSIVE DATES)	VOLUME (CUBIC FT.)	DISPOSITION INSTRUCTIONS
1	<p>DIRECTOR'S SUBJECT FILE</p> <p>Consists of correspondence, memoranda, and other papers which document and/or reflect the policies, procedures and plans of the Agency activities, both internally and externally; between this Agency and the White House, The Congress, IAC agencies, individuals and others. Files are maintained by source and chronologically thereunder. (1946-1956)</p> <p>a. White House, IAC agencies, Joint Chiefs and other agencies.</p> <p>b. Agency Components filed by offices.</p> <p>c. Individuals alphabetical file.</p> <p>d. General Subject file</p>	<p>27.5</p> <p>(8.0)</p> <p>(8.5)</p> <p>(7.5)</p> <p>(3.5)</p>	<p>Permanent. Disposal not authorized. Transfer to Agency Records Center when no longer needed for reference purposes.</p>
2	<p>SENIOR REPRESENTATIVE CORRESPONDENCE</p> <p>a. These are letters of instructions, directives, actions, and correspondence between the Director and the Senior Representatives sent through [redacted] Maintained by station. (1951-1956)</p> <p>b. Monthly letters to the Director from the Senior Representatives and Chiefs of Stations. These serve as reports from the field on activities at each station. Filed by Station and chronologically thereunder. (1951-1956)</p>	<p>2.0</p> <p>4.0</p>	<p>Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for reference purposes.</p> <p>Permanent. Disposal not authorized. Transfer to the Records Center when no longer needed for reference purposes.</p>

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
3	<p>SPEECH FILE</p> <p>Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030003-7</p> <p>These are copies of speeches delivered by the director before groups and organizations at various occasions. Filed by topic or event.</p> <p>a. One copy of each speech to be maintained as the Agency record copy.</p> <p>b. Extra copies of speeches maintained for reference or distribution purposes.</p>	3.0	<p>Permanent. Disposal not authorized. Retire to the Record Center on an annual basis.</p> <p>Temporary. Destroy when no longer needed.</p>
4	<p>NATIONAL SECURITY COUNCIL FILES</p> <p>a. These are the Agency record copies of NSC files accumulated by the DCI in his capacity as Intelligence Adviser to the NSC. They consist of final NSC reports, directives for carrying out policies of NSC programs, progress reports and amendments to the reports. Files are transferred to the Executive Registry from the DDI area when project no longer appears on NSC agenda. Filed by report number.</p> <p>(1948-1956)</p> <p>b. Records of action. These consist of the minutes, agenda, status of projects, and records of actions of the Council meetings. Filed by action number.</p> <p>(1948-1956)</p> <p>c. Index to NSC File.</p> <p>Consists of a cumulative index to NSC papers and reports on status of projects. Use as a convenience of reference. Filed chronologically.</p> <p>(1955-1956)</p>	<p>18.0</p> <p>3.0</p> <p>1.0</p>	<p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Permanent. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized at this time. Cut off file at the end of each year; transfer to the Records Center one year thereafter.</p>

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5.	NATIONAL SECURITY COMMITTEE PLANNING BOARD FILE Consists of minutes of Planning Board meetings, agenda for council meetings, reports on status of projects, and other records of meetings. Filed chronologically.	1.0	Permanent. Disposal not authorized. Retain in current files area indefinitely.
6	DAILY DIARIES Consists of chronologies of daily visitors or calls to the Director. The information gives the names of individuals with whom the Director met or conversed together with excerpts of the conversations and any decisions arrived at. Files are maintained chronologically. (1951-1954)	2.8	Permanent. Disposal not authorized. Retain in current files area until no longer needed then transfer to the Records Center.
7	INTELLIGENCE ESTIMATES FILES These are copies of all National Intelligence Estimates, and Special Estimates which were prepared by ONE and referred to the DCI for his information. Files are maintained for reference purposes. Filed by NIE number and by SE number. (1951-1955)	9.4	Temporary. Destroy when no longer needed for reference purposes.
8	PROJECT COMMITTEE FILES Consists of copies of approvals, project outlines, justifications, authority for expenditure of funds, and other papers relating to projects which generally exceed \$25,000. Official copies are retained by the Project Review Committee. Filed by project name. (1951-1955)	2.0	Temporary. Destroy after 5 years. Cut off at end of each calendar year; hold in current files area for one year then transfer to the Records Center

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9	<p>INTELLIGENCE ADVISORY COMMITTEE FILE</p> <p>Consists of copies of IAC documents which are retained for reference of the DCI and his staff. Record copies are maintained by ONE. The files contain copies of the agenda, minutes of meetings, directives and other papers relating to the IAC.</p> <p>(1953-1955)</p>	1.6	Temporary. Destroy when no longer needed for reference purposes.
10	<p>OPERATIONS COORDINATING BOARD FILE</p> <p>Consists of the Director's copies of OCB status reports which are maintained for reference purposes. Record copies are maintained by the SA/DCI who serves as the Agency representative on the Board. Filed by subject or program title.</p> <p>(1953-1956)</p>	1.6	Temporary. Destroy when no longer needed.
11	<p>SPECIAL REPORTS FILES</p> <p>These are extra copies of various reports which are loaned out for information and reference purposes. Some of the specific types of reports are the Hoover Commission Report, Jackson Committee Report, Jackson - British Report, Eberstadt Committee Report and others.</p>	2.0	Temporary. Destroy when no longer needed for reference purposes.
12	<p>REFERENCE PUBLICATIONS</p> <p>These are copies of various types of published reports originating in the office of the DDI and copies of the Daily FBIS. Maintained for information and reference purposes.</p>	3.0	Temporary. Destroy when no longer needed for reference purposes.

ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
13	<p>COMMUNICATION LOGS</p> <p>Consists of various posting media which serve as logs for recording classified material received or dispatched by the DCI or his staff. Maintained primarily in accordance with Security regulations. Filed by category and chronologically thereunder.</p> <p>a. Top Secret Log. Returned signed copies recording receipt, internal movement and disposition of TS material. Copy forwarded to TS. Control Officer. Filed chronologically. (1946-to date)</p> <p>b. Secret and below. Record of the receipt and disposition of material which is classified secret and below. These logs also contain a brief summary of the subject matter of each communication logged and serve as an index to the subject files. (1946-to date)</p>	1.5 8.0	<p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p> <p>Temporary. Disposal not authorized. Retain in current files area indefinitely.</p>
14	<p>LOCATOR CARD FILES</p> <p>Consist of 3x5 cards which serve as an index to subject files, catalog, address locator, and as a cross reference to the mail logs and to the various files maintained by the Registry. Cards are filed by source, subject, alphabetically and chronologically. (1951-1956)</p>	9.0	Temporary. Destroy when obsolete or no longer needed for reference purposes.
15	<p>DISCONTINUED PROGRAMS AND COMMITTEE FILES</p> <p>These are accumulations of the correspondence and other documents which remain when programs or committees have been discontinued; also the inactive files of members of the Director's Staff who are no longer active in such capacity. Files are transferred to the Registry for disposition.</p>	4.0	Temporary. Screen through and destroy duplicate material; incorporate remainder in respective files.

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ITEM NO.	FILES IDENTIFICATION	VOLUME	DISPOSITION INSTRUCTIONS
16	<p>DOCUMENT RECEIPTS</p> <p>Consist of retained signed copies of receipts for classified documents which were sent to other offices or agencies. Filed chronologically. (1955-1956)</p>	.6	<p>Temporary. <i>Destroy after 2 years</i> at this time. Disposal not authorized Cut off at the end of each calendar year and transfer to the Records Center one year thereafter.</p>
17	<p>COURIER MAIL RECEIPTS</p> <p>Consists of the retained copy of Form 35-16, Courier's Classified Mail Receipt, which was signed by the courier for classified material picked up for delivery to the addressee. Filed chronologically. (1955-1956)</p>	2.5	<p>Temporary. <i>3 months</i> Destroy after 1 year Cut off at the end of each calendar <i>year</i> year and destroy one year thereafter <i>after 3 months</i></p>

Executive Registry

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Director's Subject File

Consists of correspondence, memoranda, and other papers which document and/or reflect the policies, procedures and plans of the Agency activities, both internally and externally; between this Agency and the White House, The Congress, IAC agencies, individuals and others. Files are maintained by source and chronologically thereunder.

- a. White House, IAC agencies, Joint Chiefs and other agencies.
- b. Agency Components filed by offices.
- c. Individuals alphabetical file.
- d. General Subject file

EGIB

2

Senior Representative correspondence

- a. These are letters of instructions, directives, actions, and correspondence between the Director and the Senior Representatives sent through [redacted] Maintained by station.

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Item No.

2 CONTD

bMonthly letters to the Director from the Senior Representatives and Chiefs of Stations. These serve as reports from the field on activities at each station. Filed by Station and chronologically thereunder.

3

Speech File

These are copies of speeches delivered by the director before groups and organizations at various occasions. Filed by topic or event.

- a. One copy of each speech to be maintained as the Agency record copy.

4

National Security Council Files

a. These are the Agency record copies of NSC files accumulated by the DCI in his capacity as Intelligence Adviser to the NSC. They consist of final NSC reports, directives for carrying out policies of NSC programs, progress reports and amendments to the reports. Files are transferred to the Executive Registry from the DDI area when project no longer appears on NSC agenda. Filed by report number.

b. Records of action. These consist of the minutes, agenda, status of projects, and records of actions of the Council meetings. Filed by action number.

5

National Security Committee Planning Board File

Consists of minutes of Planning Board meetings, agenda for council meetings reports on status of projects, and other records of meetings. Filed chronologically.

6

Daily Diaries

Consists of chronologies of daily visitors or calls to the Director. The information gives the names of individuals with whom the Director met or ~~Approved For Release 2005/11/21 : CIA-RDP78-00487A000100030003-7~~ arrived at. Files are maintained chronologically.

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